

**Riverview Psychiatric Center  
Executive Leadership  
February 21, 2007**

**Committee Members Present:**

✓ David Proffitt	✓ Leon Beaulieu	✓ Lauret Crommett
✓ Brian Daskivich	✓ Holly Dixon	✓ Stephanie George-Roy
(v) Tina Libby	✓ Teresa Mayo	✓ Jamie Morrill
✓ Lucia Nadeau	✓ William Nelson	✓ Angie Newhouse
Terry O'Neil	(v) Robert Patnaude	✓ BJ Sylvester-Pellett

**Minute Recorder:** Janice Ellis

**Next Meeting:** 3/7/07

**Minutes Approved:**

Topic	Discussion	Action Plan	Person Responsible
Minutes	No minutes were available		
Dept Report Jamie Morrill	<p>J. Morrill gave an update on the work of the Efficiency Committee. There is a new format for the medical record, and a new file carousel has been order for trial use of LK. The ward clerks have tightened the sign-out procedures of the medical record with a count at the change of each shift. They also will do a complete review of 2 medical records per week to check for the new format. It was suggested this would be a good quality indicator to provide to BJ for the quarterly report. The committee is now looking for other issues to work on.</p> <p>Regarding supervision meetings, J. Morrill met 3 weeks ago with his 5 department heads. They in turn are meeting with their staff. D. Proffitt asked how this was verified, stating that supervisors should keep employee files with notes focused on the mentor training program.</p>	<p>Efficiency Committee completed first task of reorganizing the medical record; now looking for new tasks.</p> <p>Provide data for quarterly CPI report.</p> <p>Ongoing</p> <p>Keep individual employee files on mentor training.</p>	<p>Efficiency Committee</p> <p>J. Morrill</p> <p>J. Morrill</p> <p>Supervisors</p>
Dept Report Lauret Crommett	<p>PIT to develop policy for documentation guidelines.</p> <p>L. Crommett reported that nursing is working to implement daily MARs by March 1. They have finished the Acudose training with half the staff having completed the competency testing. Regarding the staffing plan, the units are now being optimally staffed and they are working together</p>	Informational	

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	<p>as a team to provide client care. There is a shortage on the 3-11 shift.</p> <p>D. Proffitt noted that he received minutes of Diane Degan's monthly meeting with the nighttime staff, which meet his expectations of good communication. He encouraged everyone to follow her lead.</p> <p>Regarding supervision meetings, L. Crommett is meeting with the NOD's monthly and the Nurse IVs every two weeks as a group and monthly individually. They have had discussions about where individual employee files would be housed.</p>	<p>Informational</p> <p>Ongoing</p>	L.Crommett
Dept Report Teresa Mayo	<p>The new levels process is progressing well, more education is needed. The posters have been helpful; D. Proffitt would like to get more of them, larger if possible. She will put one in the Great Room for today's Client Forum. Barney Degen has posted the grid in all client rooms on his unit. This is a good idea that should be passed on to the other milieu managers.</p> <p>The schedule is set for decreasing smoking on fresh air breaks; it has been posted and given to clients. Staff will be asked not to smoke in the courtyards.</p> <p>T. Mayo noted that open time in the hospital would include the café, except at mealtime. TR staff will be supervising areas. There will be a system in place for clients to sign in and out, and will be asked where they intent to spend their free time. Passes will be given for community transition level only. There will be fire drill preparedness for when clients are off the unit; and we will work with security to determine their role.</p> <p>Regarding supervision meetings, T. Mayo has a weekly staff meeting, a weekly group supervision meeting, as well as individual weekly</p>	<p>Order more posters in a larger size.</p> <p>Informational</p> <p>Informational</p> <p>Work with security to determine their role.</p> <p>Ongoing</p>	<p>C. Lalime</p> <p>T. Mayo</p>

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	meetings with the psychologists.		
Dept Report BJ Sylvester-Pellet	<p>BJ Sylvester-Pellet reported that the Risk Management and Safety Committees will be combining; it will be discussed further on March 1 at the next RM Committee meeting. She is updating the Infection Control Manual with Ray Laliberte. She would like there to be only 3 hard copies and the rest electronic. She is still collecting the infection control surveillance data, but is not graphing it. There will be a Behavioral Risk Management meeting next week.</p> <p>Ms. Pellett also distributed the Performance Improvement Report for the 2<sup>nd</sup> quarter for the Committee's review. (Attached)</p>	<p>Informational</p> <p>Informational</p>	
Dept Report Holly Dixon	<p>Holly Dixon reported on the last Human Rights Committee meeting. They discussed the issue of clients not getting snacks. A Peer Specialist has observed snacks being denied and a grievance has been filed. D. Proffitt said he felt the system was broken—the Peer Specialist should be addressing concerns with the PSD/Nurse IV first, then if not resolved go to the Human Rights Committee. He asked Holly to verify that the right channels are being followed.</p> <p>J. Morrill reported that the units are asking for larger refrigerators, as the small ones do not hold enough snacks nor do they hold their temperature when being opened and closed often. Backup snacks are kept in the large refrigerator behind the nursing station. It was felt that keeping less in the small refrigerators would give staff more opportunity to counsel clients on nutrition, weight control and food intake. Clinical leaders will look into the matter in more detail and bring the Nurse IVs into the conversation.</p>	<p>Informational</p> <p>Verify proper procedure is followed for reporting to Human Rights Committee</p> <p>Ongoing discussion on issues with unit refrigerators</p>	<p>H. Dixon</p> <p>Clinical Leaders; Nurse IVs</p>
Dept Report Angie Newhouse	A. Newhouse reported on the status of the Pennsylvania trip. Six employees (3 nurses and 3 MHWs) will be traveling on a van to Norristown Hospital and Dansville Hospital.	Informational	

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	She reported that the hospital's newsletter is due out the first week of March. She and Kristen Piela will be editing. It will be published quarterly, and she is accepting small articles up until Friday, 2/23.	Newsletter to be published quarterly, beginning with March.	A. Newhouse K. Piela
Dept Report Stephanie George-Roy	S. George-Roy reported she is working with W. Nelson on updating the After Care Form. There will be four sections—one for the CCM, one for the Psychiatrist, one for Nursing, and one for the Medical Physician. She noted that staff can apply for benefits for the client 30 days prior to discharge. She is working with Kathleen Mitton in the clinic when clients come in with no supports; an ICM works with the client to get his community supports in place.	Update After Care form.  Ongoing	S. George-Roy W. Nelson
	Regarding supervision meetings, S. George-Roy is meeting with her team on Wednesdays, and having individual meetings every 2 weeks.	Ongoing	S. George-Roy
Dept Report Lucia Nadeau	L. Nadeau is working along with Labor Management to transition staff from Homestead. Riverview will have control of all the housing for forensic clients. MOCO will contract with the ACT Team to provide staffing. Five staff members are being reclassified to MHW II for hospital employment. The three houses will provide 14 beds with one respite bed.	Ongoing	L. Nadeau
	L. Nadeau reported that she, A. Newhouse, L. Crommett, Becky Green and Joanne Joy from Healthy Maine Communities met regarding tobacco cessation for staff. There will be posters, paycheck handouts, and the opportunity for staff to attend MGMC stop smoking sessions. She has ordered signs for the hospital's outside entrances. Healthy Maine Communities needs a copy of the final tobacco free policy in order to continue.	Ongoing	L. Nadeau
Dept Report Brian Daskivich	B. Daskivich presented the final draft of the Tobacco Free Environment at Riverview policy, LD.3.90.1, and reviewed the final revisions. L. Nadeau moved and S. George-Roy seconded a motion to approve	LD.3.90.1 approved. Final version will be distributed to Department heads to review with	B. Daskivich

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	LD.3.90.1 as presented. Motion passed.	their staff.	
Dept Report William Nelson	<p>W. Nelson reported that the Seclusion and Restraint policy, PC.12.10 was approved at the last MEC on 2/14/07. The basic revision was timing changes: hands on holds 30 minutes; mechanical restraints 60 minutes, and seclusion 60 minutes. The RN will observe the client every 15 minutes, and added language about resistance holds and assisted walks. J. Morrill moved and L. Crommett seconded a motion to approve the revised Seclusion and Restraint Policy. Motion passed. W. Nelson noted that the seclusion and restraint documentation sheets will need to be updated to reflect the policy change.</p> <p>W. Nelson reported that the Lab PIT has been terminated. The physicians have the electronic connection to MGMC and the lab orders are getting through properly.</p> <p>There is a Pharmacy Student working with us for the next five weeks, Kristen Hill, a PharmD Student from the University of Rhode Island. Also, W. Nelson and Adam Decatur have had an initial meeting with the Dean of UNE; they are developing a pharmacy program and would be interested in sending students to Riverview.</p> <p>From the MEC, Dr. Davis has requested an additional EKG machine. The new one is not user friendly, and has been repaired several times, and there are two older machines. W. Nelson and L. Crommett will look into the purchase of a new machine.</p> <p>Regarding personnel matters, Liberty Healthcare is negotiating with Dr. Kirby, who interviewed last week. Priscilla Young, NP, has declined the position offered her. We will continue to interview for the position.</p> <p>W. Nelson reported that Spring Harbor would be processing all the civil</p>	<p>PC.12.10, Seclusion and Restraint Policy, approved.</p> <p>Update Seclusion and Restraint documentation sheets.</p> <p>Lab PIT terminated</p> <p>Informational</p> <p>Consider purchase of new EKG machine.</p> <p>Ongoing</p> <p>Informational</p>	<p>W. Nelson BJ Sylvester-Pellett Med Records</p> <p>W. Nelson L. Crommett</p>

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	<p>admissions to the hospital; they will be our only referral source.</p> <p>Regarding supervision meetings, W. Nelson has begun monthly meetings with medical staff members, and is meeting twice a month as a group.</p>	Ongoing	W. Nelson
Dept Report David Proffitt	<p>D. Proffitt reported that he has been attending Appropriations Committee hearings. DDPC has asked for an increase for pharmaceutical services; RPC did not request an increase. This generated questions from the Appropriations Committee members.</p> <p>Regarding supervision meetings, D. Proffitt would like to review what the supervisors are seeing in their individual employee files.</p>	<p>Informational</p> <p>3/7/07 agenda item: supervisors' review of individual employee files</p>	ELC 3/7/07
New Business	<p>L. Crommett reported that we are getting baseline data on tobacco use and PRN use. The data showed that we have 60 smokers 26 nonsmokers in client base for January. Very little PRN use. This will be reported monthly.</p> <p>Client forum today at 3 pm.</p> <p>BJ Sylvester-Pellet distributed a JCAHO visit agenda and 2007 National Patient Safety Goals requirements and implementation expectations. (Copies attached.) BJ feels the hospital is not meeting all of these goals.</p> <p>D. Proffitt asked if the deadline for bar coding for the pharmacy system was July 07. BJ thought it was later than that and will check on the date. J. Morrill said Acudose has a bar code reader, but the equipment was very expensive.</p> <p>Medics, Acudose and Meditech need to work together. D. Proffitt asked W. Nelson, A. Decatur, R. Moores, L. Crommett and BJ Sylvester-Pellet</p>	<p>Informational</p> <p>Informational</p> <p>Informational</p> <p>Check on date for bar coding for pharmacy</p> <p>Assessment of pharmacy system computer needs.</p>	<p>BJ Sylvester-Pellet</p> <p>W. Nelson A. Decatur R. Moores L. Crommett</p>

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	to provide him with an assessment of the system.		BJ Sylvester-Pellett
Adjournment	The meeting adjourned at 12 noon	Next meeting 3/7/07	